



[www.dmh.ca.gov](http://www.dmh.ca.gov)

## CONTINUOUS EXAMINATION OPEN SPOT FOR SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

### SUPERVISING HOUSEKEEPER I

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### EXAMINATION TYPE

This is an open examination for the Department of Mental Health, Salinas Valley & Vacaville Psychiatric Programs. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

#### HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

**NOTE:** All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

#### WHERE TO APPLY

MAIL EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

**SALINAS VALLEY PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
P.O. BOX 1080  
SOLEDAD, CA 93960  
(831) 678-5500 Ext. 7320**

**VACAVILLE PSYCHIATRIC PROGRAM  
SELECTION SERVICES UNIT  
P.O. BOX 2297  
VACAVILLE, CA 95696-2297  
(707) 449-6514**

#### EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

#### FINAL FILE DATE

**Continuous Testing – No Final File Date.** Testing is considered continuous as dates can be set at any time.

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.

#### IDENTIFICATION REQUIRED

Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

#### EXAMINATION DATES

Qualifications Appraisal: Interviews are scheduled as conditions warrant. Candidates are notified, by mail, a minimum of two (2) weeks prior to their scheduled interview.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**SUPERVISING HOUSEKEEPER I**

**DD10/2040**

**Final Filing Date: Continuous**

**SALARY RANGE**

\$2,254 - \$2,739

The salaries used in the bulletin may not reflect all pay raises or any additional bonuses. You should verify the salary level(s) with the department personnel office before making any commitments.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have read, understood, and possess the basic qualifications required.

NOTE: All competitors must meet the education and/or experience requirements for this examination by the testing deadline established by the testing office.

**MINIMUM QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**Either I**

One year of experience in the California state service performing the duties of a Housekeeper or Custodian.

**Or II**

Experience: Two years of experience in housekeeping or janitorial work, one year of which must have been in a supervisory capacity over other employees and with responsibility for the housekeeping or janitorial work in an institution or similar area. **and**

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**DEFINITION OF TERMS**

"performing the duties of . . ." means that the applicant must have the amount of experience in State civil service in the class or have served in a T&D in the class specified.

**SPECIAL PERSONAL CHARACTERISTICS**

Sympathetic understanding of and ability to work with the resident population of a State institution.

**POSITION DESCRIPTION**

Under direction, to plan, organize and supervise the housekeeping work involved in the care, cleaning and maintenance of offices, corridors, living quarters, wards and other areas in a State institution; may instruct, lead or supervise inmates, wards or resident workers; and do other related work.

**POSITION LOCATION(S)**

Salinas Valley and Vacaville Psychiatric Programs

**EXAMINATION INFORMATION**

**This examination will consist of a Qualifications Appraisal Panel, weighted 100%.** In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. ***Candidates who do not appear for the interview will be disqualified.***

**EXAMINATION SCOPE****Qualifications Appraisal – Weighted 100%**

Knowledge of:

1. Modern methods, materials and equipment used in cleaning offices and institution buildings.
2. Methods used in requisitioning, purchasing, receiving, inspecting, storing and issuing equipment and supplies to ensure the proper flow of materials so work assignments are properly completed.
3. Safety precautions in operating and maintaining mechanical and electrical janitorial equipment.
4. A supervisor's responsibility for promoting equal opportunity in hiring, employee development and promotion and maintaining a work environment that is free of discrimination and harassment.

**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

**ELIGIBLE LIST  
INFORMATION**

## Ability to:

1. Analyze situations accurately and adopt an effective course of action.
2. Maintain a safe, hostile free work environment.
3. Hold staff accountable and complete assignments in the allotted timeframes.
4. Understand and follow verbal instructions to accurately carry out assignments.
5. Effectively supervise staff.
6. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Departmental open eligible list will be established for the Department of Mental Health, Salinas Valley and Vacaville Psychiatric Programs. The eligible lists will be used to fill vacancies at Salinas Valley and Vacaville Psychiatric Programs only. Names of successful competitors are merged onto the lists in order of final score, regardless of date. Eligibility expires 12 months after it's established, unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE**

Veteran's preference credit will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points.

**GENERAL INFORMATION**

**For an examination without a written feature** it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

**If a competitor's notice of oral interview** or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

**Examination and/or Employment Application (STD. 678) forms are available** at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

**The Department of Mental Health** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Veterans' Preference:** California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

*TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.*

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**DEPARTMENT OF MENTAL HEALTH**

1600 9<sup>th</sup> Street, Room 121

Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922